

Career Transitions

Job Readiness/Computer Literacy Class Schedule

Classes are scheduled each day from 8:30-12:00 and 12:30 to 4:00

For more information call: 388-6701

2007	Monday	Tuesday	Wednesday	Thursday	Friday
October	8 Assessments Intro to Computer/ Typing Tutorials	9 Keyboarding Tutorial Instruction (WORD) Computer Lab Assessments	10 MCIS Keyboarding Tutorial Instruction (WORD) Computer Lab	11 Goal Setting Keyboarding Tutorial Instruction (WORD) Computer Lab	12 Goal Setting Keyboarding Computer Lab (Goals and Literacy Letter)
October	15 Resume/Cover Letter Keyboarding Tutorial Computer Lab (Resume/Cover Letter)	16 Job Search Strategies Keyboarding Tutorial Computer Lab (Potential Employers, Thank you)	17 Applications Keyboarding Tutorial Computer Lab (Applications)	18 Time Management Interviewing Prep Keyboarding Tutorial Computer Lab Work on Assignments	19 Workplace Communications Computer Lab (Drafts are due for all assignments today!)
October	22 Interview Video Taping or Work on Assignments Publisher/PowerPoint (only students with all assignments complete)	23 Interview Video Taping Final draft of assignments due today at noon Keyboarding Tutorial Instruction (Excel) Computer Lab	24 Job Service (meet at the Bozeman Job Service) Keyboarding Tutorial Instruction (Excel) Computer Lab	25 Sexual Harassment Computer Post-Test Keyboarding Tutorial Instruction (Excel) Computer Lab	26 Workplace Attitude/Success Class Completion Celebration 11:30 – 1:00

Please do not schedule any appointments during class times.